Accessible PC
Quick Start Guide

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Introduction

This computer has been set up as an accessible workstation. It has the same software as standard open access lab computers but has additional assistive software and hardware to make it more accessible to users with disabilities.

As some of the assistive technologies with this workstation may not be available in the open access computer labs, please give priority to users who require them.

The following assistive software is installed on this computer:

- ABBYY FineReader 11 (optical character recognition)
- Adobe Photoshop CS6 (image scanning and editing)
- ZoomText (screen reader and magnifyer)

JAWS screen reading software is available on the PCs in Accessible Study Rooms 1 and 3, Main Library and in Accessible Study Room 1, Kenneth and Noreen Murray Library, King's Buildings.

Dragon Naturally Speaking voice recognition software is available on the PCs in Accessible Study Room 1, Noreen and Kenneth Murray Library and in Accessible Study Room 2, Main Library.

The following assistive software is installed on this and all computers in the Open Access Labs:

- Inspiration 9 (mind mapping)
- MindGenius Education V4 (mind mapping)
- Texthelp Read And Write 10 (literacy support)

Making desktop icons and text easier to see

If the desktop icons and text are too small for you to see clearly, there are a few things you can do to make them easier to see.

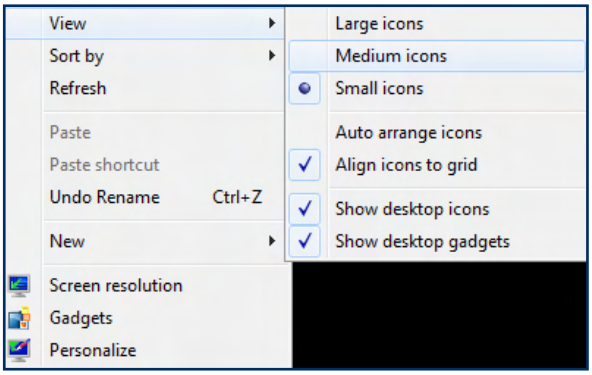
Change desktop text size

- Open the **Control Panel** (**Start > Control Panel**).
- Select **Appearance and Personalization** from the list of options, then select **Display**.

> **Note:** depending on the Windows 7 set-up, the **Display** option can be available in the **Control Panel** without having to go through the **Appearance and Personalization** panel first.

- Select the **Medium** or **Larger** radio button to change text size (the default text size is **Smaller**).
- Restart the computer for any changes made in the Display panel to take effect.

Change desktop icon size

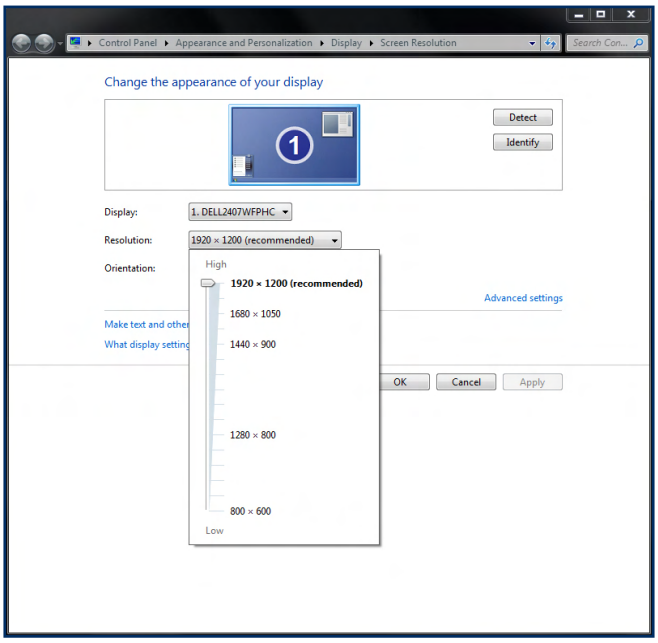


- Right click on a blank area of the desktop.
- From the dropdown menu select **View**, then select **Large icons** or **Medium icons** from the sub-menu.
- The icons will change size immediately if you have altered the setting.

Change screen resolution

You can also make all on-screen objects larger by changing the screen resolution, though this will result in a smaller desktop workspace.

- To change the screen resolution, **right click** on a blank area of the desktop and select **Screen resolution** from the menu.
- In the **Screen resolution** window, you will see a button displaying the current screen resolution, which will probably be indicated as the **recommended** resolution.
- Press this button and push the slider downwards to lower the resolution.



- When you are satisfied with the selected resolution (you may want to experiment with different dimensions), click the **Apply** button. The resolution will change immediately but a small panel will pop up at the same time allowing you fifteen seconds to reject the resolution change if you prefer not to keep it.

Note: All the above changes will normally be retained when you log into any University open access PC. You can use the procedures above to reverse or make further changes on any open access PC.

Windows 7 Ease of Access Center

The Windows 7 Ease of Access Center provides information, common tools and links which will allow you to make changes to the computer to suit your accessibility requirements.

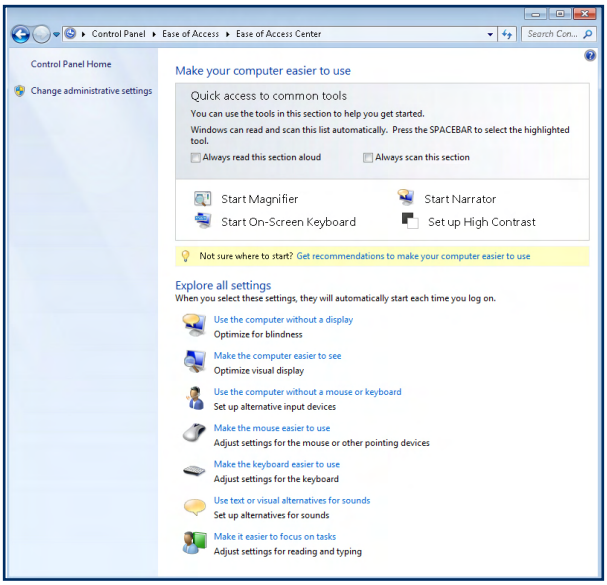
To open the Ease of Access Center, choose:

Start > Control Panel > Ease of Access > Ease of Access Center

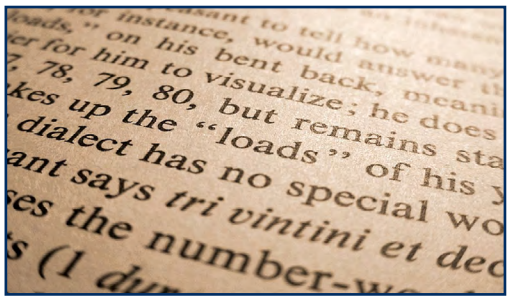
The narration and window scanning options are usually set to ‘on’ by default and, assuming the computer’s sound is enabled and you are using headphones, you will hear the scanning narration immediately after the Ease of Access Center is launched.

Both narration and scanning can be switched off by un-ticking the appropriate boxes in the first section of the Ease of Access Center.

In the same section, you will find Quick Access buttons to the most commonly used accessibility tools; Magnifier, Narrator, On-screen Keyboard and High Contrast.


Control Panel ▸ Ease of Access ▸ Ease of Access Center
Search Con...
Control Panel Home
Change administrative settings
Make your computer easier to use
Quick access to common tools
You can use the tools in this section to help you get started.
Windows can read and scan this list automatically. Press the SPACEBAR to select the highlighted tool.
Always read this section aloud
Always scan this section
Start Magnifier
Start Narrator
Start On-Screen Keyboard
Set up High Contrast
Not sure where to start? Get recommendations to make your computer easier to use
Explore all settings
When you select these settings, they will automatically start each time you log on.
Use the computer without a display
Optimize for blindness
Make the computer easier to see
Optimize visual display
Use the computer without a mouse or keyboard
Set up alternative input devices
Make the mouse easier to use
Adjust settings for the mouse or other pointing devices
Make the keyboard easier to use
Adjust settings for the keyboard
Use text or visual alternatives for sounds
Set up alternatives for sounds
Make it easier to focus on tasks
Adjust settings for reading and typing

ABBYY FineReader 11



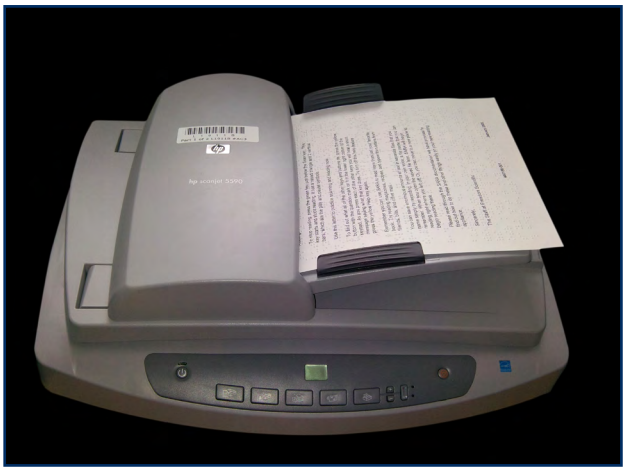
ABBYY converts paper and electronic documents into a variety of accessible formats, e.g. from paper to editable text files such .DOC or .RTF.

The following explains how you can use the program to scan a paper document, correct it using ABBYY's inbuilt OCR and proofreading tools, and then save it as a Word file.

Check that the scanner is switched on and that it is connected to the computer.

Place the document or image you wish to scan in the scanner.

When scanning documents, place these face up in the scanner's document feeder.

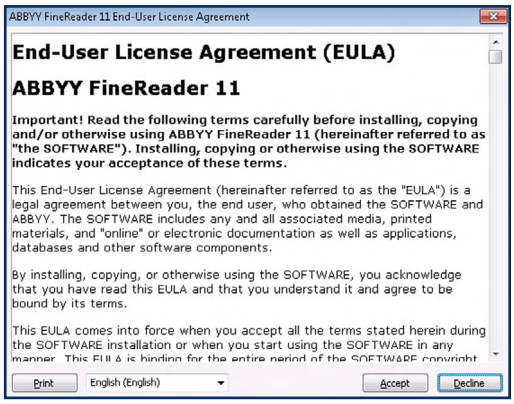


When scanning images, place them face down on the scanner's glass surface.

> **Note:** You can use ABBYY with a scanner which has no document feeder, though multiple document scanning will take more time. If you prefer a scanner with a document feeder, see the Accessible PC location information at the end of this guide. Please be aware that some of these scanners are located in Accessible Study Rooms and so only available to key-holders.

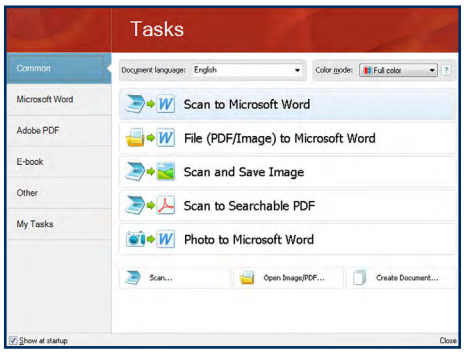
Select **Start > All Programs > ABBYY FineReader 11 > ABBYY FineReader 11.**

When ABBYY launches, click **Accept** to agree to the license.

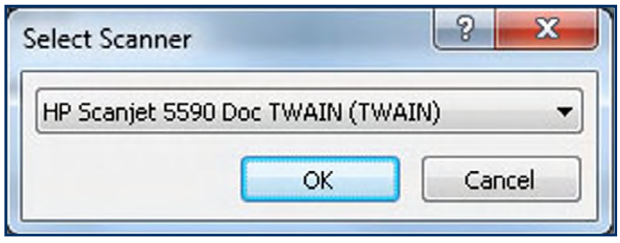

ABBYY FineReader 11 End-User License Agreement
End-User License Agreement (EULA)
ABBYY FineReader 11
Important! Read the following terms carefully before installing, copying and/or otherwise using ABBYY FineReader 11 (hereinafter referred to as "the SOFTWARE"). Installing, copying or otherwise using the SOFTWARE indicates your acceptance of these terms.
This End-User License Agreement (hereinafter referred to as the "EULA") is a legal agreement between you, the end user, who obtained the SOFTWARE and ABBYY. The SOFTWARE includes any and all associated media, printed materials, and "online" or electronic documentation as well as applications, databases and other software components.
By installing, copying, or otherwise using the SOFTWARE, you acknowledge that you have read this EULA and that you understand it and agree to be bound by its terms.
This EULA comes into force when you accept all the terms stated herein during the SOFTWARE installation or when you start using the SOFTWARE in any
Print
English (English)
Accept
Decline

The ABBYY Welcome screen window will now open.

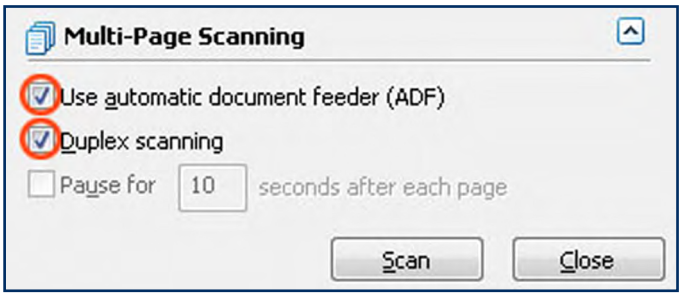
Select your preferred scanning task, e.g. Scan to Microsoft Word.



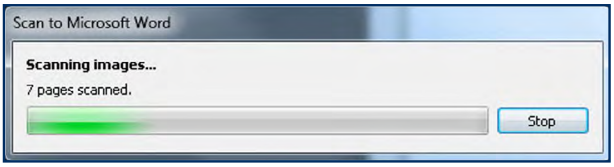
Click **OK** to confirm the scanner model.



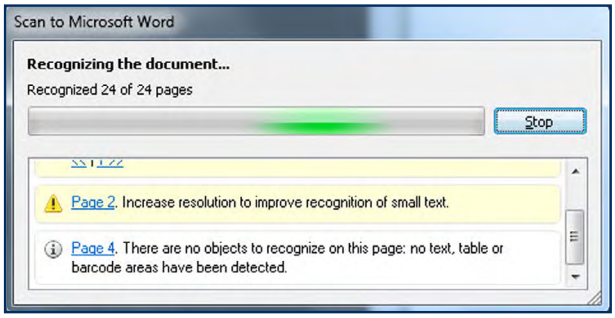
You can now adjust the scanning options. For document scanning, expand the **Multi-Page Scanning** option and tick both boxes.



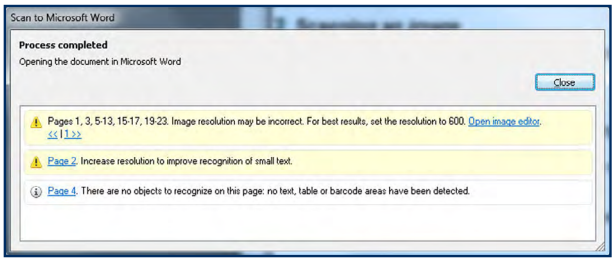
Press the **Scan** button to begin scanning. When scanning is complete, click on the **Close** button.



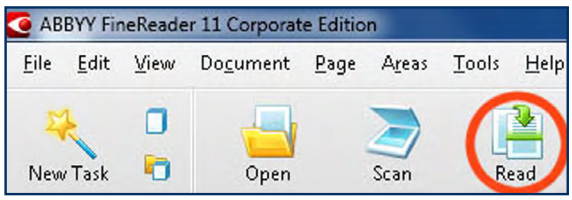
ABBYY will now attempt to recognize the contents of your document before opening it in Microsoft Word.


Scan to Microsoft Word
Recognizing the document...
Recognized 24 of 24 pages
Stop
Page 2. Increase resolution to improve recognition of small text.
Page 4. There are no objects to recognize on this page: no text, table or barcode areas have been detected.

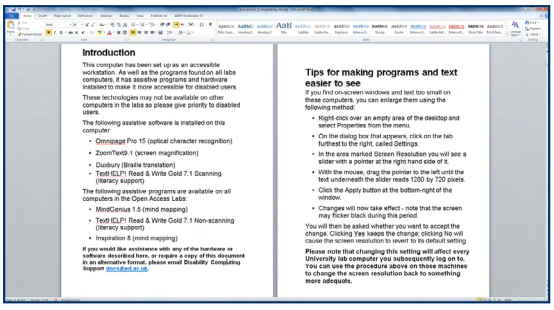
When the Word document opens, you have the option to resolve errors which ABBYY has picked up during the character recognition stage.


Scan to Microsoft Word
Process completed
Opening the document in Microsoft Word
Close
Pages 1, 3, 5-13, 15-17, 19-23. Image resolution may be incorrect. For best results, set the resolution to 600. Open image editor.
Page 2. Increase resolution to improve recognition of small text.
Page 4. There are no objects to recognize on this page: no text, table or barcode areas have been detected.

When errors have been resolved, press the **Read** button on the ABBYY toolbar at the top of the screen to re-recognize the text before sending it to Word.



A new Word document will open containing your scanned text or image with any edits you have carried out.



Scanning with Adobe Photoshop CS6

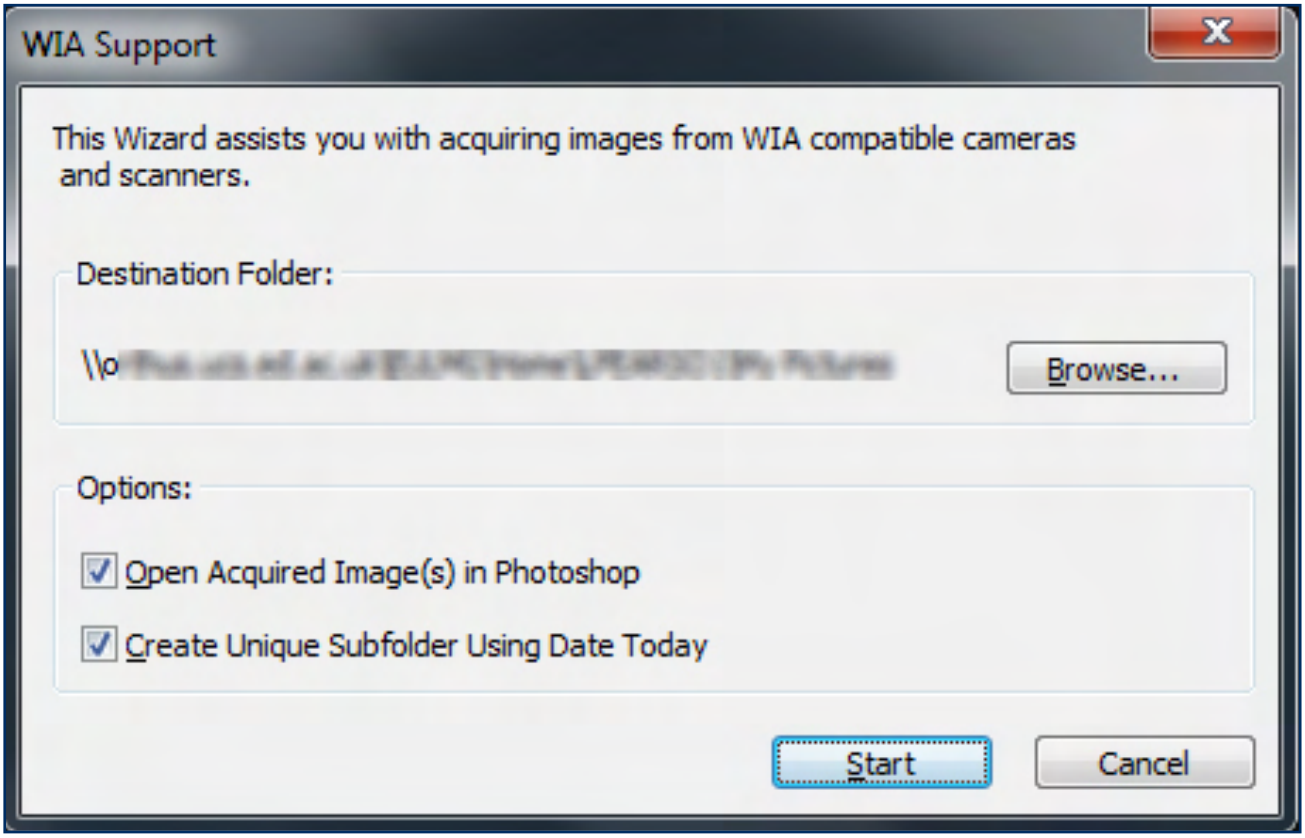
Photoshop can be used to scan images and has many editing features.

The following explains how you can use the program to scan an image, and then save it as a JPEG (or other image file format).

Place the image you want to scan face down on the scanner's glass surface. Make sure the scanner is switched on.

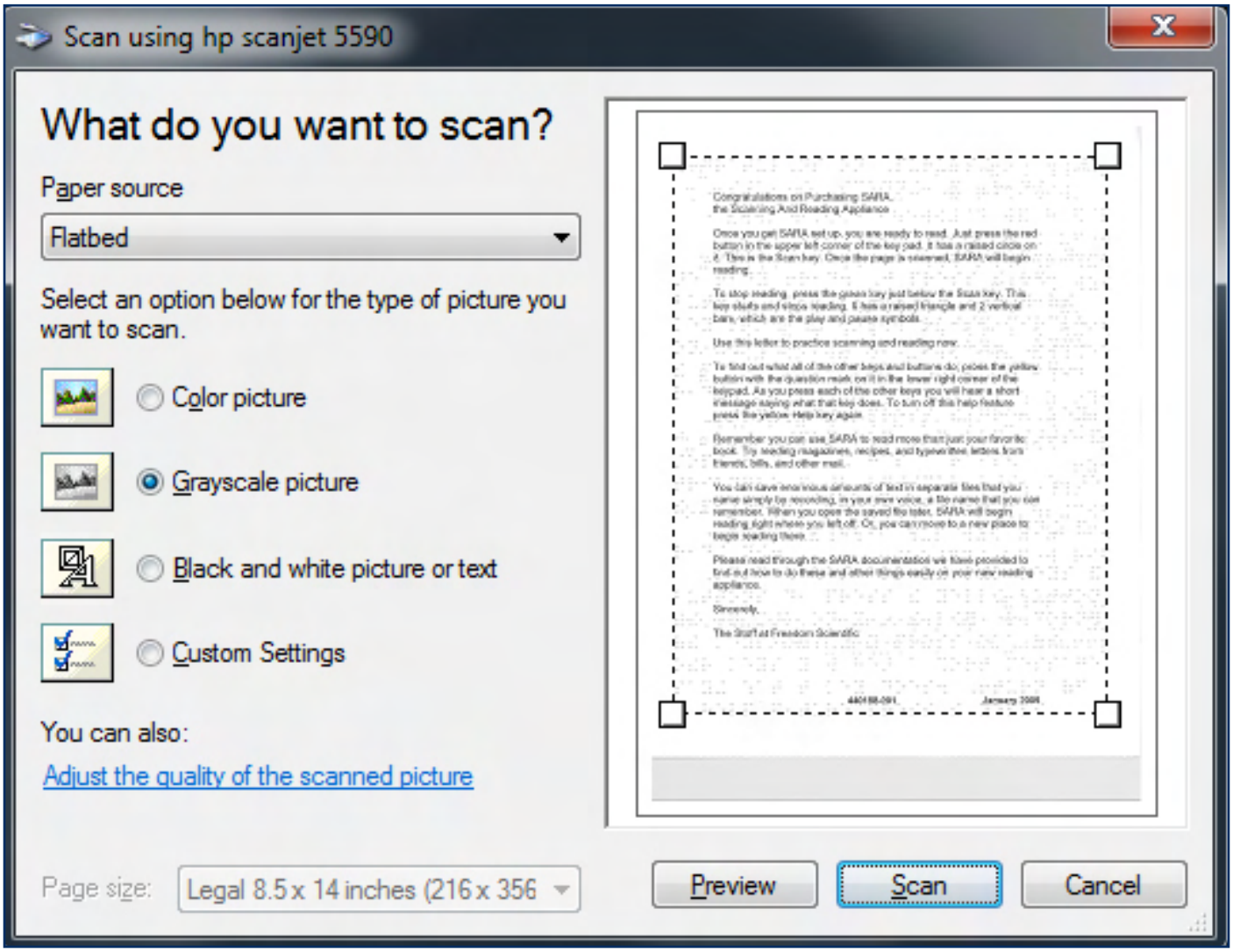
Select **Start > Adobe Photoshop CS6 (64 bit)**

In Photoshop, select **File > Import > WIA Support**. The WIA Support Wizard will open.



Click **Start** to open the Select Device panel. The scanner should be highlighted in the panel (there will usually be only one choice of scanner).

Click **OK** to open the Scanning options window.



Make sure the paper source dropdown menu is set to **Flatbed** and then adjust the remaining options as required.

The image can be previewed prior to scanning. Previewing will allow you to adjust the area to be scanned by dragging the **marquee** edges (the dotted line seen in the above image) to the preferred position.

When you are satisfied with the settings, click the **Scan** button to complete the task.

The scanned image will open within Photoshop where it can be edited and saved to the file format of your choice, including jpg, pdf, tiff, and many more.

ZoomText Magnifier and Reader

ZoomText Magnifier and Reader is installed on all the Accessible PCs.

It allows the on-screen image to be magnified without loss of quality.

In combination with the use of personal headphones, ZoomText utilises text-to-speech (TTS) technology to read back text entered using the keyboard or from existing documents, web pages and emails.

A choice of reading voices are available and the reading speed can be adjusted.

Other accessibility features are colour contrast and pointer adjustments.

ZoomText can be accessed by double clicking the yellow ZoomText icon on the desktop or from the Start menu:

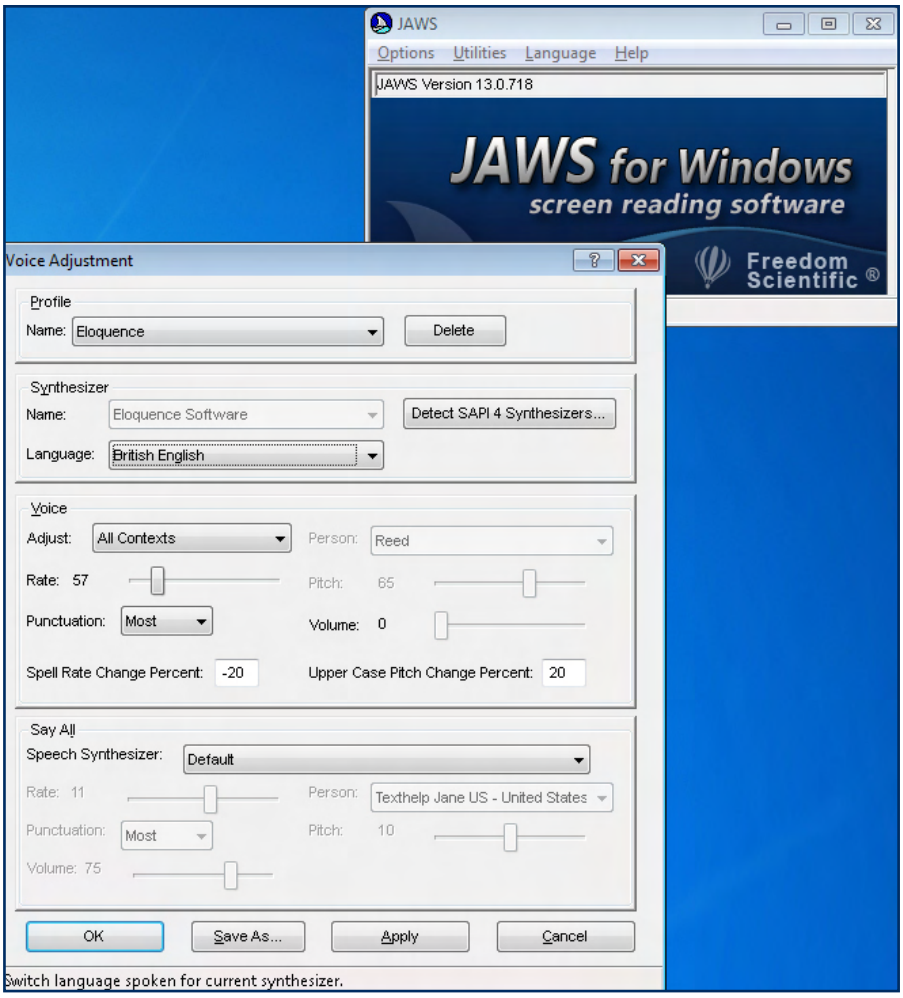
Start > All Programs > ZoomText.

Jaws Professional 13 Screen Reader

JAWS Professional 13 screen reading software has been developed for blind and visually impaired computer users.

It helps users access applications for browsing the Web, reading or writing e-mail messages, working with spreadsheets, or accessing databases.

A manufacturer's quick start guide and user manual are kept with this documentation where JAWS is available (Accessible Study Room 1, Noreen and Kenneth Murray Library and Accessible Study Room 2, Main Library).



Select **Start > All Programs > JAWS 13.0 > JAWS**.

CCTVs

MyReader 2

The MyReader CCTV can digitally capture and store several paper pages for manipulation, as required.

It's a stand-alone unit with integrated monitor. The power button is just below the monitor and it has a separate control pad for adjusting screen colours, reading mode and magnification.

See the large print pamphlet next to each MyReader 2 unit for detailed instructions.

Standard CCTVs

The standard CCTVs work with the computer's monitor. When the CCTV is switched on, pressing the Video (or equivalent) button on the monitor should switch between computer and CCTV video outputs.

Using the buttons, dials and joysticks on the CCTV control panel, magnification and colours can be altered and guide lines added to make reading easier.

Where are CCTVs available?

MyReader CCTVs

- Accessible Study Room 3, 1st floor, Main Library
- Divinity Manson Room Lab, New College
- New College Library (MyReader 1 model)
- Accessible Study Room 1, Noreen & Kenneth Murray Library, King's Buildings.

Standard CCTVs

- Law Library, Old College
- Moray House Library, Dalhousie Land, St John Street

Keyboards and mice

Many of the Accessible PC workstations have specialised keyboards or mice attached.

The location information at the end of this document provides more information about the types of specialised keyboard or mouse attached to particular Accessible PCs.

Keyboards available with some of the Accessible PCs include:

Ergonomic

BigKeys

Mini

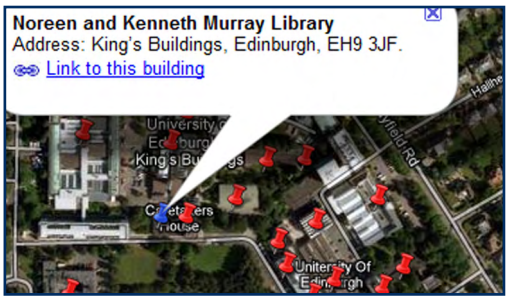
Specialised mice include:

Joystick

Quill

Rollerball

Accessible PC Locations



This section provides information to help you find Accessible PCs around the University campuses and details the hardware available at each workstation.

Campus Maps

http://www.ed.ac.uk/maps

Accessible PCs and Accessible Study Rooms

www.ed.ac.uk/is/accessibility/pcs

Accessible PC Locations: Central Area

Main Library - Accessible Study Room 1, Level 1

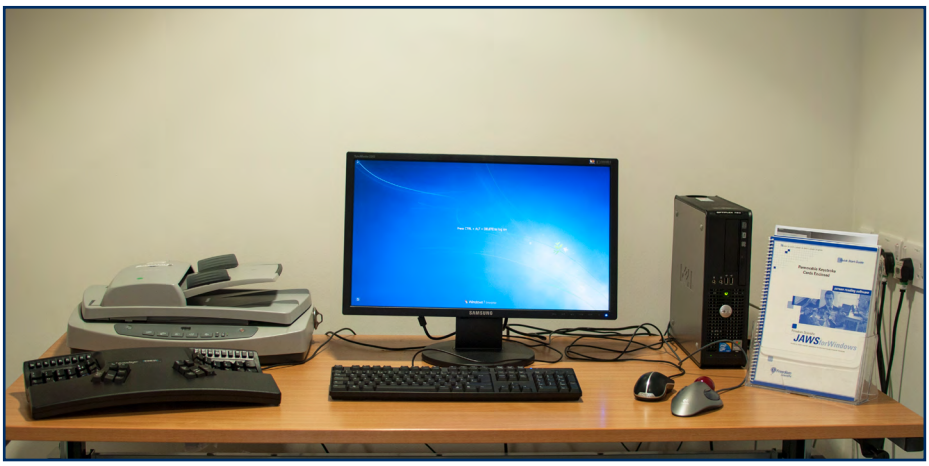
Hardware

- Manual adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 scanner with document feeder
- Kensington Orbital trackball mouse
- SARA scanner / reader

Extra software

- JAWS screen reader

Main Library - Accessible Study Room 2, Level 1



Hardware

- Manual adjustable height desk
- 21 inch monitor
- HP ScanJet 5590 scanner with document feeder
- Logitech Marble trackball mouse
- Ergomomic keyboard

Extra software

- Dragon Naturally Speaking voice recognition software

Main Library - Accessible Study Room 3, Level 1

Hardware

- Manual adjustable height desk
- 21 inch monitor
- HP ScanJet 5590 scanner with document feeder
- Quill left-hand mouse
- Cirque mouse pad
- BigKeys keyboard
- MyReader 2 CCTV magnifier

Extra software

- JAWS screen reader

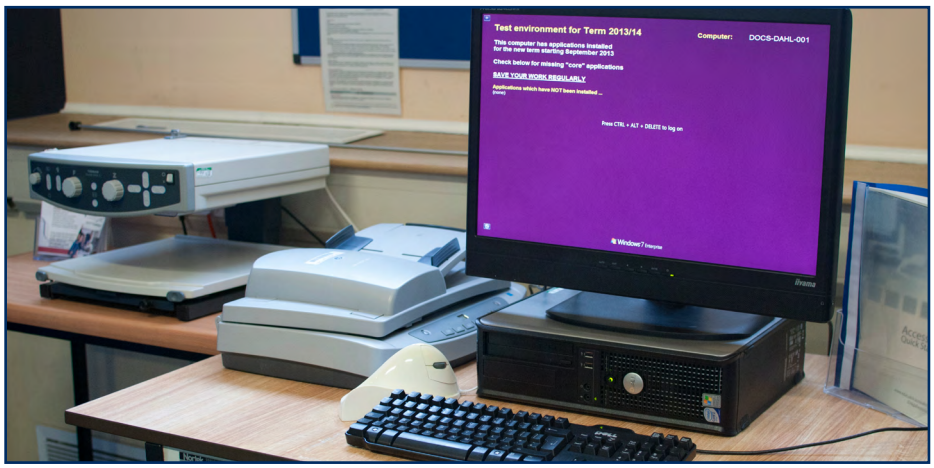
Hugh Robson Building, George Square, basement lab

Hardware

- Motorised adjustable height desk
- 24 inch monitor
- HP ScanJet 5590p scanner
- 3M Vertical joystick mouse

Moray House Library, Dalhousie Land, St John Street

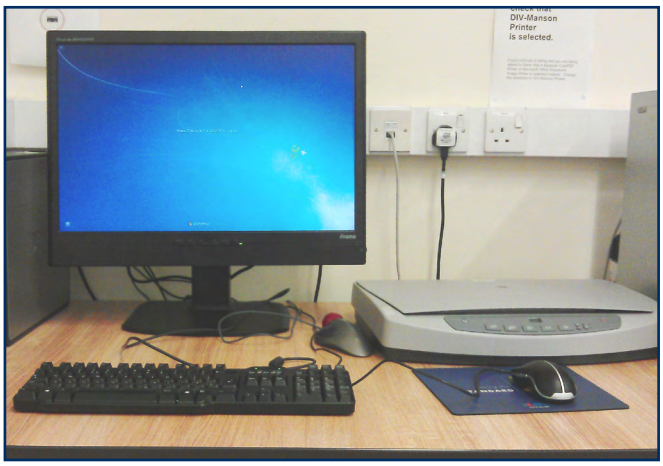
Hardware



- Manual adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 scanner with document feeder
- AirO2bic quill right-handed mouse
- Tieman CCTV reader

Manson Room Lab, New College

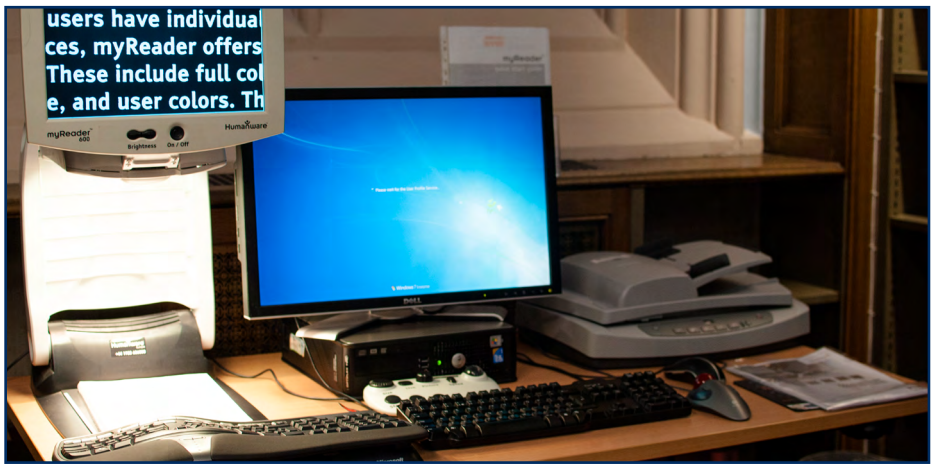
Hardware



- Manual adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 scanner with document feeder
- MyReader 2 CCTV magnifier
- Logitech Marble mouse

New College Library

Hardware



- Motorised adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 scanner with document feeder
- MyReader 1 CCTV magnifier
- Microsoft Natural keyboard
- Logitech Marble mouse

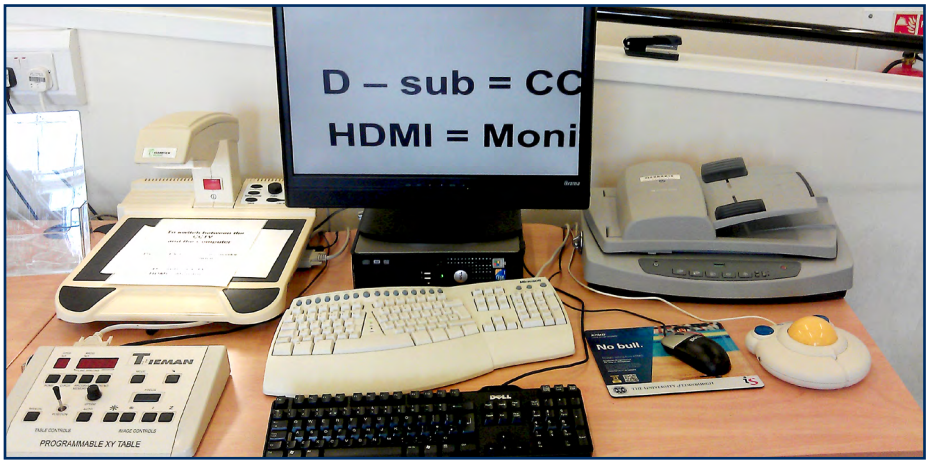
Holland House Micro-Lab, Pollock Halls

Hardware

- Motorised adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 scanner with document feeder
- Kensington Orbital mouse

Law Library, Old College

Hardware



- Manual adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 scanner with document feeder
- Clearview Bright CCTV and Tieman programmable XY table.
- BIGtrack ergonomic mouse
- Microsoft Natural keyboard

Edinburgh College of Art Library, Evolution House

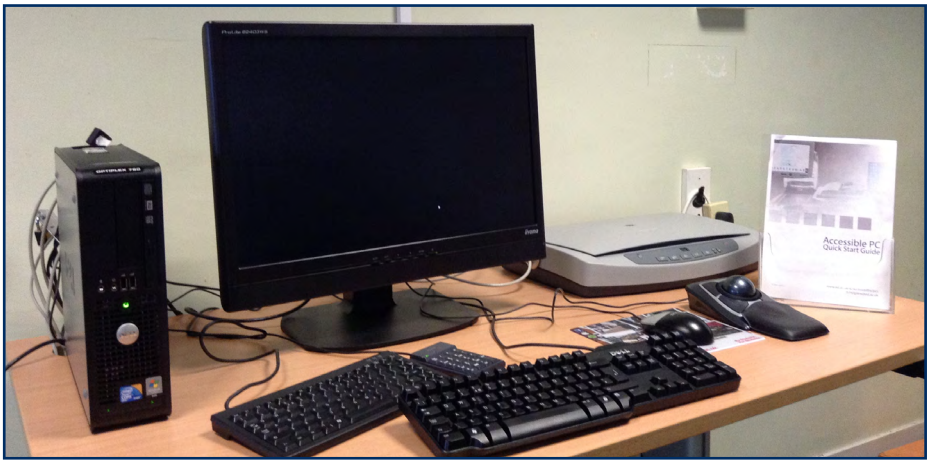
Hardware

- Manual adjustable height desk
- 24 inch monitor
- Epson Expression 10000 A3 flatbed scanner
- Logitech Marble mouse

Accessible PC Locations: King's Buildings

Level 3, KB Library Study Centre, King's Buildings

Hardware



- Motorised adjustable height desk
- 24 inch monitor
- HP ScanJet 5590p flatbed scanner
- Mini keyboard
- Belkin number pad
- Kensington SlimBlade Trackball mouse

Accessible Study Room 1, Level 1, Murray Library

Hardware

- Manual adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 with document feeder
- MyReader 2 CCTV magnifier
- Microsoft Natural keyboard
- 3M Ergonomic right-handed vertical optical mouse

Extra software

- JAWS screen reader

Accessible Study Room 2, Level 1, Murray Library

Hardware

- Manual adjustable height desk
- 24 inch monitor
- HP ScanJet 5590 with document feeder
- SARA scanner / reader
- Microsoft Natural keyboard
- 3M Ergonomic right-handed vertical optical mouse

www.ed.ac.uk/is/accessibility/pcs
IS.Helpline@ed.ac.uk